

1 EGrAMS Login

In order to access the various functionalities of EGrAMS, you need to login into the system.

Select this option to login to the EGrAMS application. Before attempting to log into the EGrAMS system, make sure you have a valid user name and password. In addition, make sure that your user name has been activated.

If you do not have a valid user name and a password, create your user name and password by selecting the 'Create EGrAMS Login' option. The EGrAMS login screen allows the user to perform three functions: login to EGrAMS, change a password, or reset a password

1.1 Logging in to EGrAMS

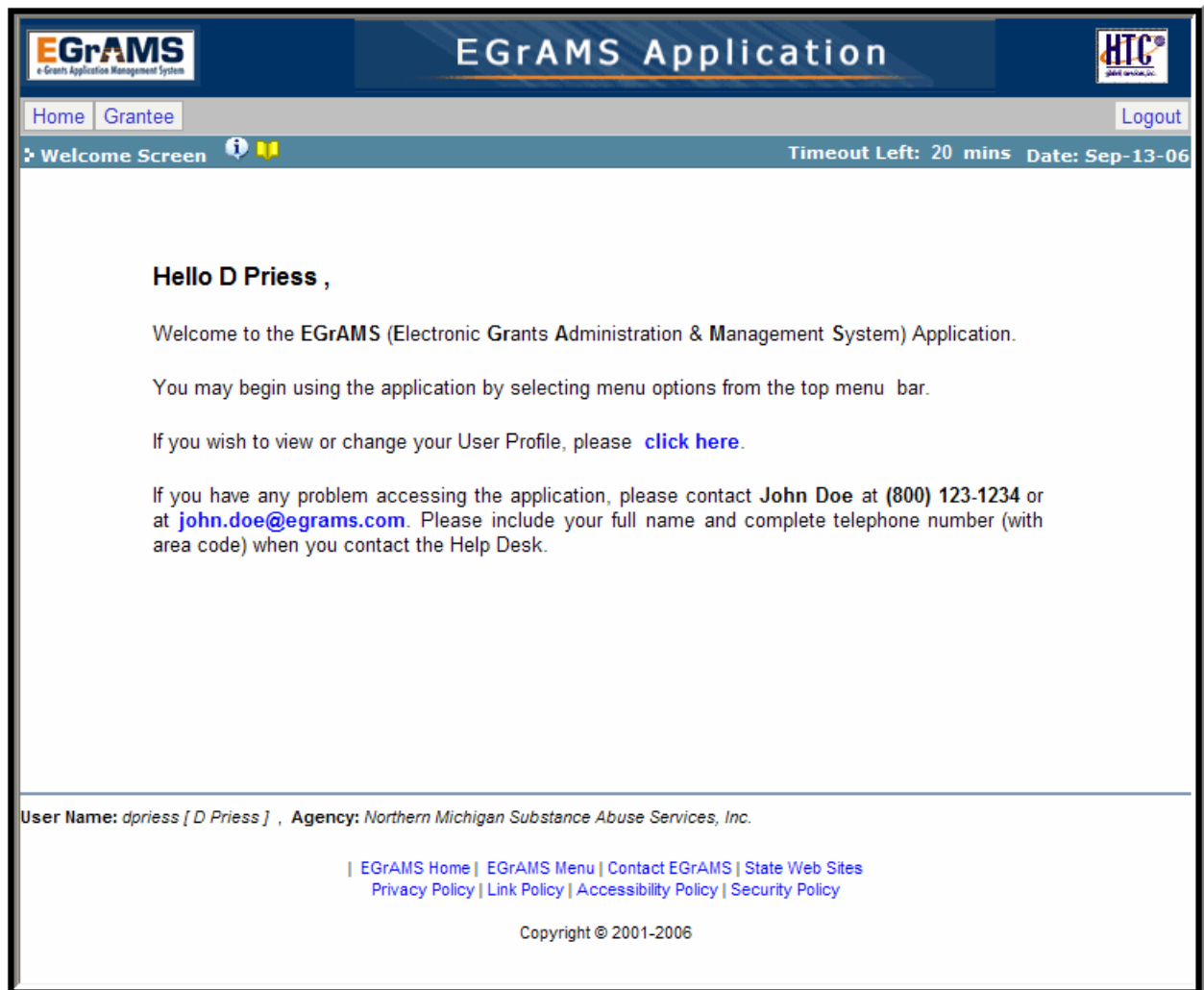
To access EGrAMS with your active user account, first access the EGrAMS home page.

Click on the button titled '**EGrAMS Login**'. The system will display the login screen:

The screenshot shows the EGrAMS Application interface. At the top, there's a blue header with the EGrAMS logo and 'HTC' logo. Below the header, a navigation bar includes 'Login Screen', a user icon, a notification icon, and a date 'Date: Aug-29-06'. A left sidebar menu lists various options: Home, About EGrAMS, **EGrAMS Login** (highlighted with a red box), Grant Opportunity Notification, Create User Profile, Grantee Office Request, Register as a Review Volunteer, Validate Workstation, Search Grants, Current Grants, Abstinence Program, Medicaid / Long Term Care, and Substance Abuse. A red arrow points from the 'EGrAMS Login' menu item to the 'Login' form. The 'Login' form is a white box with a blue header 'Login'. It contains two input fields: '*User Name:' and '*Password:'. Below these fields is a green 'OK' button. At the bottom of the form are two buttons: 'Change Password' and 'Forgot Password'. The footer of the page contains links: 'EGrAMS Home | Contact EGrAMS | State Web Sites | Privacy Policy | Link Policy | Accessibility Policy | Security Policy' and a copyright notice 'Copyright © 2001-2006'.

This screen enables the user to login in to EGrAMS using their respective username and password, change an existing password (for details refer to

section 3.3.2), or reset a password if the user cannot remember it (for details refer to section 3.3.3). Enter your username and password into the login screen. Your password is case sensitive, be sure to type it as you entered it while creating your user profile. It is also important to note that the system is configured to lock you out after a certain number of unsuccessful login attempts (set at 3 attempts). Usernames and passwords may also be required to be a certain length (between 5-and 12 characters etc.) and even contain numbers in the password. This is configurable based off of the implementing agencies security requirements. Click on the 'OK' button to login. If your user credentials are correct, the system will display the EGrAMS welcome page. The menu displayed on the welcome page gives you the options associated with your specific role and responsibility within EGrAMS. You may now begin using the application.



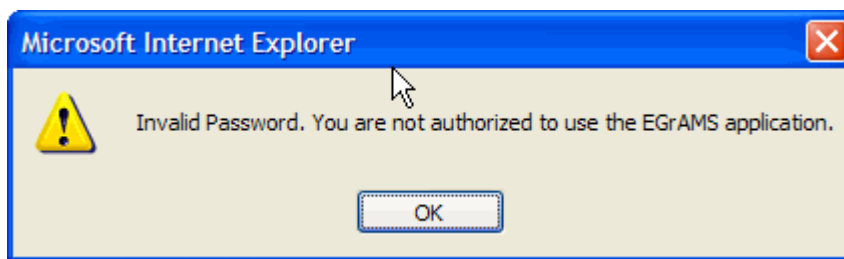
The Welcome Page displays a salutation with your display name as entered in the user profile. It also displays the Application Menu that allows the user to access the various modules, sub modules and programs in the EGrAMS

application. Above the EGrAMS Welcome Page title is the menu bar that displays the application menu.

If you need to review or change your user profile information (address, telephone number, email address, etc), click the '**click here**' link. For details on changing your user profile information, refer to the '**Create EGrAMS Login**' option in the documentation.

- If it is the first time you are logging into EGrAMS, it may be a good idea to review your user profile and make sure all of your information is correct (especially the parent agency and email address).

If your credentials are incorrect, the system will display an information message describing the login error. To remove the error you must acknowledge the message by clicking on the '**OK**' button. Try logging into the system again. If you are unable to login into the system you may need to contact your system administrator. Below is an example of a login error message:



This is a description of the data fields located on the login screen:

Srl	Field	Description
1.	User Name	Enter your user name as entered in the 'Create User Profile' screen.
2.	Password	Enter your password. Make sure that the password entered is exactly the same as the one entered in the 'Create User Profile' screen. (Passwords are case sensitive).

If you receive any errors, please refer to the table below for an explanation of the error and the corrective action that may be needed.

Srl	Error	Description	Corrective Action
1.	Please enter user name	User name is blank	Enter user name
2.	Please enter a password	Password is blank	Please enter a password

Srl	Error	Description	Corrective Action
3.	You are not authorized to use the EGrAMS application. Please check your user name and password	The user name or password entered is incorrect	Please verify your user name and password and re-enter
4.	Your user status is inactive in the EGrAMS application	Your user account status is inactive	If you are a project director, contact your implementing agency grant administrator to activate your account. If you are an agency user, contact your project director to activate your account.
5.	Your username is too short. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Lengthen the number of characters in your username to fit into the specified range.
6.	Your username is too long. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Shorten the number of characters in your username to fit into the specified range.
7.	Your password is too short. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Lengthen the number of characters in your password to fit into the specified range.
8.	Your password is too long. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Shorten the number of characters in your password to fit

Srl	Error	Description	Corrective Action
			into the specified range.

1.2 Changing your Password

You may change your password at any time within EGrAMS. You may change your password if:

1. Your password has expired
2. The system warns you that your password will expire in 'x' number of days
3. Your choice. Note: Depending on your specific agency setup, the system may have a check that passwords cannot be changed for a minimum of 'x' days.

To change your password, first access the EGrAMS home page. Click on the button titled '**EGrAMS Login**'. To change your password click on the '**Change Password**' button located in red on the screen below:

EGrAMS
e-Grants Application Management System

EGrAMS Application

HTC
Global Services, Inc.

Login Screen (*)-required field Date: Aug-29-06

Home
About EGrAMS
EGrAMS Login
Grant Opportunity Notification
Create User Profile
Grantee Office Request
Register as a Review Volunteer
Validate Workstation
Search Grants
- Current Grants
Abstinence Program
Medicaid / Long Term Care
Substance Abuse

Login

*User Name:
*Password:

OK

Change Password Forgot Password

[EGrAMS Home](#) | [Contact EGrAMS](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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The system will display the change password screen.

EGrAMS
e-Grant Application Management System

EGrAMS Application

Change Password ⓘ ⓘ (*)-required field Timeout Left: 20 mins Date: Aug-29-06

Home
About EGrAMS
EGrAMS Login
Grant Opportunity Notification
Create User Profile
Grantee Office Request
Register as a Review Volunteer
Validate Workstation
Search Grants
Current Grants
Abstinence Program
Medicaid / Long Term Care
Substance Abuse

Change Password

*User Name:
*Old Password:
*New Password:
*Retype New Password:

OK Cancel

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[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)
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Enter your username and old password. Then enter your new password and re-confirm it. Click on the **‘OK’** button to save your changes. After you save your new password the system will take you to the EGrAMS login screen. If you choose to not change your password at this time, click on the **‘Cancel’** button. The system will retain your old password and take you to the EGrAMS login screen. If your username or password is incorrect, the system will display an information error message. To remove the error you must acknowledge the message by clicking on the **‘OK’** button. Try changing your password again. If this is not successful follow the directions for ‘If you Forget your Password’.

This is a description of the data fields located on the change password screen:

Srl	Field	Description
1.	User Name	Enter your user name as entered in the ‘Create EGrAMS Login’ screen.
2.	Password	Enter your password. Make sure that the password entered is exactly the same as the one entered in

Srl	Field	Description
		the 'Create User Profile' screen. (Passwords are case sensitive).
3.	New Password	Enter your new password
4.	Re-type New Password	Enter your new password again

If you receive any errors, please refer to the table below for an explanation of the error and the corrective action that may be needed.

Srl	Error	Description	Corrective Action
1.	Please enter user name	User name is blank	Enter user name
2.	Please enter a password	Password is blank	Please enter a password
3.	Please enter a new password	The new password entered is blank	Enter a new password
4.	Please re-type a new password	The new password confirmation is blank	Re-enter the new password
5.	Please verify your user name and password	The user name or password entered is incorrect	Please verify your user name and password and re-enter. If you have forgotten, your password, select 'Cancel' and choose the 'Forgot Password' option in the EGrAMS Login screen
6.	New password and re-type password does not match	The new password and the confirmation password entered are not the same.	Enter the confirmation password the same as the new password.
7.	Your username is too short. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Lengthen the number of characters in your username to fit into the specified

Srl	Error	Description	Corrective Action
			range.
8.	Your username is to long. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Shorten the number of characters in your username to fit into the specified range.
9.	Your password is to short. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Lengthen the number of characters in your password to fit into the specified range.
10.	Your password is to long. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Shorten the number of characters in your password to fit into the specified range.

1.3 If you Forget your Password

EGrAMS has a useful function built into the application in the event that you forget your password. You may use this function if:

- Your password has expired
- The system warns you that your password will expire in 'x' number of days
- You want to change your password but cannot remember your old password

If you have forgotten your password and need to reset it, first access the EGrAMS home page. Click on the button titled '**EGrAMS Login**'. To change your password, click on the '**Forgot Password**' button.

The screenshot shows the EGrAMS Application interface. The top navigation bar includes the EGrAMS logo, the title 'EGrAMS Application', and the HTC logo. Below this is a status bar with 'Login Screen', a help icon, a note '(*)-required field', and the date 'Date: Aug-29-06'. The left sidebar contains a menu with various links. The main content area has a 'Login' form with fields for '*User Name:' and '*Password:', an 'OK' button, and two buttons below: 'Change Password' and 'Forgot Password'. The 'Forgot Password' button is highlighted with a red rectangle and a red arrow points to it. At the bottom, there are links for EGrAMS Home, Contact EGrAMS, State Web Sites, Privacy Policy, Link Policy, Accessibility Policy, and Security Policy, along with a copyright notice for 2001-2006.

The system will display the reset password screen.

After you enter your username, the system will display the security questions that you registered with your user profile. Enter the answer(s) to your security question(s). Next enter your new password and confirm by retyping the new password. Click on the '**OK**' button to reset and save your new password. The system will bring you to the EGrAMS login page. If you choose not to reset your password at this time then click on the '**Cancel**' button. The system will retain your old password. After you click the '**Cancel**' button the system will take you to the EGrAMS login page. If the response to your security questions is incorrect, the system will display an information error message. To remove the error you must acknowledge the message by clicking on the '**OK**' button. Attempt to reset your password again. If this is not successful you may need to call your local grantee office or the system administrator to reset your password.

This is a description of the data fields on the reset password page:

Srl	Field	Description
1.	User Name	Enter your user name as entered in the 'Create User Profile' screen.
2.	Security Question 1	The system displays the security question you selected while creating your user profile.

Srl	Field	Description
3.	Security Answer 1	Enter your security question answer.
4.	Security Question 2	The system displays the security question you selected while creating your user profile.
5.	Security Answer 2	Enter your security question answer.
6.	New Password	Enter your new password
7.	Retype New Password	Confirm your new password by retyping it.

If you receive any errors, please refer to the table below for an explanation of the error as well as the corrective action that may be needed:

Srl	Error	Description	Corrective Action
1.	Please enter username	Username is blank	Enter username
2.	Please enter a new password	The new password entered is blank	Enter a new password
3.	Please re-type a new password	The new password confirmation is blank	Re-enter the new password
4.	New password and re-type password does not match	The new password and the confirmation password entered are not the same.	Enter the confirmation password as the same as the new password.
5.	Your username is too short. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Lengthen the number of characters in your username to fit into the specified range.
6.	Your username is too long. Your username should be between 'x' and 'x' characters.	Your username does not meet the standard length.	Shorten the number of characters in your username to fit into the specified range.
7.	Your password is too short. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Lengthen the number of characters in your password to fit

Srl	Error	Description	Corrective Action
			into the specified range.
8.	Your password is to long. Your password should be between 'x' and 'x' characters.	Your password does not meet the standard length.	Shorten the number of characters in your password to fit into the specified range.
9.	Security Answer 1 Cannot be Empty	You did not provide an answer for security question 1	Type in your answer to security question 1
10.	Security Answer 2 Cannot be Empty	You did not provide an answer for security question 2	Type in your answer to security question 2
11.	Please enter a valid year 4 digit year between 1900 and 2099	The year of your security question was not in the proper range.	Please retype your security answer year as you entered it in your user profile security question answer.
12.	Please enter a valid date for security question 1 or 2	The date you typed to answer your security question was not in a valid format.	Please retype your security answer year as you entered it in your user profile security question answer
13.	Only numeric values allowed for security question 1 or 2	You did not type numeric values for your security question answers.	Please retype your security answer as you entered it in your user profile security question answer